



# ❖ CAREER EXECUTIVE ASSIGNMENT ❖

---

## EXAMINATION ANNOUNCEMENT

Department: Water Resources  
Position Title: Executive Manager, Colorado River Affairs  
Salary Range: \$8030-8854  
Final Filing Date: March 12, 2004

### DUTIES/RESPONSIBILITIES:

Under general direction of the Chief Deputy Director, the Executive Manager, Colorado River Affairs, is responsible for Department implementation of the Colorado River Quantification Settlement Agreement (QSA) and for Salton Sea restoration in accordance with implementing legislation enacted in 2003. Specifically, the Executive Manager will develop Department and State policy with respect to QSA implementation and Salton Sea restoration in close coordination with the Department of Fish and Game and The Resources Agency; lead agreement negotiations with federal agencies, other State agencies, local agencies, and non-governmental organizations; represent the Department before local agency and NGO boards of directors, city councils, and county boards of supervisors; testify at legislative hearings and serve as the Department's primary contact for news media on this subject area; integrate Colorado River water management decision-making with Department statewide planning, SWP water operations planning and water transfers program, including coordination with CALFED Bay-Delta program.

### EXAMINATION INFORMATION:

The examination process will consist of an application, resume and Statement of Qualifications evaluation conducted by a screening committee. The minimum and desirable qualifications listed below will be used as the standard to screen applications. Interviews may be conducted with only the most qualified candidates if it is determined necessary in order to make a selection. The results of this examination will be used to fill the Executive Manager, Colorado River Affairs position. Each candidate will be ranked competitively and notified of their results.

Applicants should take special care in accurately and completely filling out their application by listing all experience relevant to the announcement. Resumes may be attached to the STD 678. **The "Statement of Qualifications" should not exceed two pages in length.** It should describe your experience, knowledge and abilities as they relate to the desirable qualifications of the Executive Manager, Colorado River Affairs position. **You must provide specific examples.** The Statement of Qualifications will also serve as documentation of each candidate's ability to present information clearly and concisely in writing since this is a critical factor to successful job performance.

---

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

---

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER – EQUAL OPPORTUNITY FOR ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.

---

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

## MINIMUM QUALIFICATIONS:

Applicants must meet the following minimum qualifications to compete in this CEA examination:

### EITHER I

Must be a civil service employee with permanent civil service status.

### OR II

Must be a current or former employee of the Legislature for two or more consecutive years as defined in Government Code Section 18990

### OR III

Must be a non-elected exempt employee of the Executive Branch for two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code Section 18992.

### AND

All applicants must demonstrate the ability to perform high administrative and policy-influencing functions effectively. Such overall ability requires possession of the following more specific knowledge and abilities.

1. Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices and the trends of public administration, organization and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; personnel management techniques; and the Department's Equal Employment Opportunity Program and the processes available to meet program objectives.
2. Ability to plan, organize and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organizational procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislative and Executive Branches; analyze complex problems and recommend effective courses of action; prepare and review reports; and effectively contribute to the Department's Equal Employment Opportunity Objectives.

The above knowledge and abilities are expected to be obtained from broad administrative or program manager experience with substantial participation in the formulation, operation and/or evaluation of program policies. (Experience may have been paid or volunteered, in State Service, other government settings or in a private organization.)

## DESIRABLE QUALIFICATIONS:

In addition to evaluating each candidate's relative ability as demonstrated by quality and breadth of experience, the following factors will be emphasized in competitively evaluating each candidate:

- a. Evidence of the ability to negotiate with federal agencies, other State agencies, local agencies and non-governmental organizations.
- b. Demonstrated broad and comprehensive knowledge of Southern California water supply issues specifically from the Colorado River and the State Water Project.
- c. Demonstrated knowledge of desalination and water transfers as restoration alternatives for Salton Sea.
- d. Experience which demonstrates ability to communicate with, and gain the confidence of policy-level State and Federal officials, the Legislature, Colorado River Basin States, non-governmental organizations, the news media, and the public.
- e. Ability to achieve defined objectives in a timely and cost effective manner, establish and monitor goals and program priorities, and analyze operational problems and develop timely and economical solutions.

## HOW TO APPLY:

All interested applicants must file a standard State application (STD Form 678) and a two-page "Statement of Qualifications" by the final filing date of March 12, 2004 to the attention of the Recruitment and Selection Services Manager, Department of Water Resources, P. O. Box 942836, 1416 9<sup>th</sup> Street, Room 320, Sacramento, CA 94236-0001. **APPLICANTS WHO FAIL TO SUBMIT A STATEMENT OF QUALIFICATIONS WILL BE ELIMINATED FROM THE EXAMINATION. The application and "Statement" must be received by the final filing date.**

Questions concerning this examination process should be directed to Julie Carrasco-Minton, Recruitment and Selection Services at (916) 653-4927.

TDD is a Telecommunications Device for the deaf and is reachable only from phones equipped with a TDD device. [(916) 653-1804].

California Relay (Telephone) Service for the Deaf or Hearing Impaired:  
From TDD Telephones 1-800-735-2929 - From Voice Telephones: 1-800-735-2922